



# Maple Valley City Update

July 2022

## Events & Activities

## From the Desk of Laura Philpot

June 1	• Planning Comm.
June 2	• Public Arts Comm.
June 6	• City Council Special Mtg.
June 8	• Parks and Recreation Comm.
June 9	• Parent Education Night on Social Media
June 10 - 12	• Maple Valley Days
June 13	• City Council Mtg.
June 15	• Finance Comm. • Planning Comm.
June 18	• Farmers' Market • Spring Recycle Event
June 20	• City Offices Closed—Juneteenth
June 21	• Economic Dev. Comm.
June 22	• City Council Special Mtg. • Salary Comm
June 25	• Farmers' Market
June 27	• City Council Special Mtg. & Regular Mtg.

This is stacking up to be a busy summer! In April, the Chamber held the annual Fishing Derby to kick off the event season and while June was one of the wettest we've had in years, it did not slow us down. We were excited to have the following events back:

- Maple Valley Days, including the parade;
- Bike Challenge and Safety Rodeo; and
- Family 4<sup>th</sup> (on the 3<sup>rd</sup>) picnic and fireworks!



We are not done, so much more is coming this summer:

- Farmers Market is open every Saturday and runs through the end of September;
- July 16—Be the Hope Walk;
- July 23—Kids Festival;
- August 2—National Night Out;
- Music in the Park series will run every Wednesday in August;
- August 25—Movie in the park;
- August 29 we will be celebrating the City's 25<sup>th</sup> Birthday at our annual Town Hall Meeting; and
- September 18 Maple Valley will host the second annual IRONMAN 70.3 Washington -Maple Valley event.



This is such a great community and feels so great to have all our events back after a couple of hard years! To learn more about events, please visit the City's website.

As the weather gets warmer and we are outdoors more, time to think about safety!

- Nice weather means more pedestrians, bikes and motorcycles will on the road. So please watch for them as you are driving. Children and adults should wear proper fitting helmets when on bicycles, skateboards, and scooters.
- We also retreat to water when it's warm out. Wear a well-fitting life jacket when in and around water. Especially for children!
- Be careful when BBQing. Use in a well ventilated area and keep children away.
- When it's hot out, stay hydrated and check on neighbors who may be at risk for heat-related illnesses, especially our elderly neighbors.

Enjoy the summer and take advantage of all the great events the City of Maple Valley has planned throughout the summer!

**ECONOMIC DEVELOPMENT**

Support the development of the Legacy Site through industry and business contacts

Identify opportunity to attract investment opportunity for Maple Valley

Work collaboratively with King County to activate Summit Place (122 acres) which will increase economic activity in Maple Valley and provide more employment opportunities for residents

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Work collaboratively with King County to activate Summit Place (122 acres) which will increase economic activity in Maple Valley and provide more employment opportunities for residents

Increase tourism visibility for Maple Valley by promoting the outdoor recreation amenities and large events which will attract new spending dollars for the community

Work with the Chamber to find ways to support and grow our existing businesses Bring in new businesses to grow employment opportunities for our residents Support the existing businesses as they recovery from impacts to due to COVID-19

Bring private entertainment to Maple Valley providing options for local families to stay in Maple Valley

**PARKS & RECREATION**

Support staff to maintain parks and facilities to established standards through the Maintenance Management Plan

Continue to provide recreation opportunities for the community that enhance quality of life Support and provide events that create community

Maintain healthy partnerships with local organizations such as Arboretum, Farmer's Market, Elk Run Farm, etc. Support enhancements of park system through capital improvement projects

**PUBLIC SAFETY**

Continue to work with the King County Sheriff's Office in providing good police services to City citizens through the existing contract

Increased participation in National Night Out and Neighborhood Watch Meetings Jump start our Explorer Program and solicit new members through the TSD

Be prepared for the reemergence of our annual community events, with the addition of our marquis event, 2021 IRON-MAN 70.3!

Participate in localized emergency preparedness drills utilizing the City's newly updated Comprehensive Emergency Management Plan and the new Emergency Operations Center

Improve the continuity of operations and continuity of government planning Establish a community & police clean-up campaign to build rapport with our citizens

**PUBLIC WORKS**

Support the implementation of the City's six year Transportation Improvement Plan and staff's efforts to seek grant funding

Support staff to continue to improve right of way landscaping, pavement management, and flood control  
Continue to support City staff's efforts to keep Maple Valley NPDES compliant

Continue to support the Public Works staff in efforts to improve water quality of storm runoff Continue involvement in regional groups dealing with transportation issues

**QUALITY CITY SERVICES**

Improve the City's customer service and public opinion of their local government

Through innovative ideas and technologies, increase citizen access to their local government

Continue to support efforts of Black Diamond, Covington, and Maple Valley in identifying opportunities where the three communities can work together/share resources to maximize efficiencies and better use public funds Continue strong participation in the Sound Cities Association and associated committees

Continue to work with Federal, State and County elected officials on legislation that impacts Maple Valley and our region.

**COMMUNITY DEVELOPMENT**

Adopt Downtown Standards and Guidance code amendments to create the heart of Maple Valley Support the development of the Legacy Site through land use planning

Adopt code amendments to improve future development in commercial zoned areas Continue to provide excellent customer service through permit review, issuance, and inspection

The City Council and City Manager represent the City's interests in a wide variety of meetings, both local and regional. Over the last month this representation has been active in the following:

#### SEAN P. KELLY, MAYOR

- Agenda Review Meetings
- Linda Olson's Memorial Service
- Community Leader Group Meeting
- Tour of City Hall for Kentlake students
- Be the Hope Video
- Lake Wilderness Triathlon
- City Council Study Session Downtown Design Standards
- Deputy Greg Victor's retirement party
- SCA Public Issues Committee Meeting
- Maple Valley Days Parade
- Maple Valley Days
- South End Mayor's Meeting
- Torch Run for Special Olympics
- The Bear Run 5K Run/Walk
- Meeting with King County Councilmember Pete von Reichbauer
- Meeting w/King County Sheriff Patti Cole-Tindall
- Meeting w/Mary Jane Glaser
- Maple Valley Parks & Rec Bike Challenge
- Maple Valley Police Bike Safety Rodeo
- Maple Valley HAM Radio Field Day
- Maple Valley Farmer's Market
- Meeting Moms Demand Action
- City Council Special Meeting-Interviews
- Ironman Sub-Committee Meeting

#### DANA PARNELLO, DEPUTY MAYOR

- City Council Regular Business Meetings
- City Council Study Sessions - Downtown Standards and Guidelines
- King County Affordable Housing Coalition Meeting
- Sound Cities Association Caucus Meeting for Affordable Housing Coalition
- Legacy Site Master Planning Subcommittee meeting
- Sound Cities Association Deputy Mayors and Council President's meeting
- Library Advisory Board Candidate Interview
- Lake Wilderness Golf Course Clubhouse Council Subcommittee Meeting
- Councilor Linda Olson Memorial
- Housing Issues Briefing at Meydenbauer Center - Attainable Affordable Housing
- Maple Valley Creative Arts Council Arts Gala
- Maple Valley Days Council Booth
- Downtown Standards and Guidelines Meeting
- Maple Valley Ham Radio Operators Field Day at Lake Wilderness Park
- Maple Valley Bike Challenge at Lake Wilderness Park
- Library Advisory Board Interview
- Economic Development Commission Interview

#### SYD DAWSON, COUNCILMEMBER

- Linda Olson memorial service
- Council meetings and study sessions
- City 25th Anniversary subcommittee
- Maple Valley Days parade and booth
- Council Finance committee
- Warming/Cooling subcommittee
- Review Downtown Standards & Guidelines with staff
- Greater Maple Valley Community Center Board of Directors meeting
- Maple Valley Historical Society Board of Directors meeting

#### DIDEM PIERSON, COUNCILMEMBER

- City Council Business Meetings
- City Council Work Study Sessions
- Council Finance Committee
- Maple Valley Days Parade
- Maple Valley Days City Booth
- Chamber of Commerce Luncheon
- Ironman Sub Committee
- Maple Valley 25th Birthday Committee

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#### LINDA JOHNSON, COUNCILMEMBER

- Council meetings
- Memorial for Linda Olson
- Library
- Guild meeting
- MV Day parade
- City booth at LW Park
- Chamber luncheon
- Heating/cooling meeting
- SCATBd zoom meeting

#### VICTORIA SCHROFF, COUNCILMEMBER

- Regular City Council Business Meetings
- Downtown Design Study Sessions
- Kim Schrier Town Hall
- Coffee With Council
- Phone Meetings With Community Members
- Amy Taylor Meeting re: Downtown Design Standards and Guidelines
- Finance Committee Meeting
- Human Services Committee Meeting discussing heating/cooling Stations
- Phone meeting With Haley Pendergraft,
- AWC Conference in Vancouver, WA,
- Meeting with Jenna Johnson of Moms Demand Action

#### LESLIE BURBERRY, COUNCILMEMBER

- Regular City Council Meetings
- Downtown Design Study Sessions
- Maple Valley Days

#### LAURA PHILPOT, CITY MANAGER

- Sound Cities Meeting
- Planning Commission Meeting – Summit Place
- Community Leaders Meeting
- King County Sheriff's Oversight Finance Meeting
- WCMA Communications Meeting
- REACH Meeting
- Summer Recreation Program Manager Orientation Meeting
- Maple Valley Rotary
- City Hall Tour
- City Council Meetings
- Downtown Design Standards Study Sessions
- Officer Greg Vickers Retirement Party
- Tri-Cities PSOC
- 25<sup>th</sup> Anniversary Town Hall Planning Meeting
- Community Wellness Event – Parent Education Night on Social Media Safety
- Maple Valley Days Parade and Booth
- Seattle Women's Leadership Monthly Speaker
- Ironman Planning Meeting
- Chamber Luncheon – Rein Fire Ranch
- Finance Committee Meeting
- District and City Managers Meeting
- Torch Run for Special Olympics
- Warming/Cooling Center Meeting
- WEDA Membership Meeting
- Economic Development Commission
- Tahoma School District/City Meetings
- AWC Conference
- Department 2023-2024 Budget Meetings
- Mom's Demand Action meeting

## FACT (Future Actions, Conversations & Tasks)

FACT SHEET PROCEDURES PER CITY COUNCIL RESOLUTION NO. R-21-1554 APPROVED APRIL 26, 2021.

Placing Items on the FACT Sheet.

- Only City Councilmembers can recommend that items be placed on the FACT Sheet. Thereafter, an item may be placed on the FACT Sheet only with concurrence of the City Council at an open public meeting of the City Council.

Removing Items from the FACT Sheet.

- City staff and City Councilmembers can both recommend that items be taken off the FACT Sheet. Thereafter, an item may be removed from the FACT Sheet only with concurrence from City Council at an open public *business* meeting.

## FACT—Future Actions, Conversations & Tasks

Initiated By	Date	Item	Description	Due Date Department	Date Resolved	Notes
Councilor Johnson	11/13/2018	Art Requirements and/or Incentives	Review the municipal code and development regulations to encourage and/or incentivize more public art within our city.	Community Development/Economic Development		Proposed 2022 Planning Commission Work Plan includes this item as a future parking lot work plan item. This work will likely need to be considered as part of the 2023 Work Plan or if time allows in 2022.
Councilor Johnson	9/9/2019	Tree Retention	Bring tree retention code back to Council for review.	Public Works/Community Development		This PC work is included on the 2022 PC Work Plan. Council has directed staff to encourage the Planning Commission to bring a recommendation to Council by end of year.
Councilor Dawson	1/21/2020	Evaluate Short Term Rentals	Review short term rental activity (such as Airbnb and VRBO) within City limits.	City Manager/Economic Development Commission		During the joint meeting with the City Council in January, the EDC discussed their work on evaluating short-term rentals. It was stated that short-term rentals from an economic development standpoint is likely OK, but the City's Planning Commission should consider other consequences associated with short term rentals in the City. After evaluation of the City's existing code with the City Attorney, it was determined that rentals other than B&B's in the city are not permitted when renting on a less than monthly basis. Staff plans to bring this discussion to Council in September.

## FACT (Future Actions, Conversations & Tasks)

Initiated By	Date	Item	Description	Due Date Department	Date Resolved	Notes
Councilor Johnson	7/27/2020	Shrubs and Groundcover Standards	Consider putting shrubs and groundcover standards on a future planning commission work plan.	Community Development		2022 Planning Commission Work Plan includes this item as a future parking lot work plan item. This work will likely need to be considered as part of the 2023 Work Plan or if time allows in 2022.
Councilor Dawson	5/24/2021	Work with WSDOT to reduce speed limit on SR 169	Work with WSDOT to have a consistent speed limit of 35 mph along SR169 through the City Limits.	City Manager/ Public Works		Staff met with WSDOT on May 12, 2022. WSDOT has completed their speed studies. They believe they can support a speed reduction to 40 mph from SE 253 <sup>rd</sup> Pl to SE 240 <sup>th</sup> Street where currently the speed limit is 45mph. WSDOT is reviewing options to reduce the speed between SE 260 <sup>th</sup> St to SE 253 <sup>rd</sup> Place to 35mph. They believe the City will have to narrow the corridor in order to do this but will come back to staff with options.
Mayor Kelly	6/28/2021	Heating and Cooling Centers	Bring back a more robust plan regarding heating and cooling centers (or locations) in cases of extreme weather conditions.	Emergency Management		The Heating and Cooling Subcommittee is scheduled to meet week of June 13 and a report to the full council is scheduled for June 27.
Dep Mayor Parnello	7/12/2021	LW Golf Course Club House	Council asked that Staff bring back an update of the Golf Course Club House Project.	Parks and Recreation	4/23/2022	<b>COMPLETED</b> City Council approved design contract for new Clubhouse at LWGC on 4/23/22 and design work begins the week of 6/13/22.
Mayor Kelly	9/13/2021	Recology Satisfaction Survey	Work with Recology to do a survey measuring the customer service of our current waste haulers and their overall performance.	Public Works	4/25/2022	<b>COMPLETED</b> Recology shared the survey results to the City Council during the April 25, 2022 meeting. A follow-up survey is planned for fall 2022.



## FACT (Future Actions, Conversations & Tasks)

Initiated By	Date	Item	Description	Due Date Department	Date Resolved	Notes
Mayor Kelly	9/27/2021	Citywide Survey	Work with the Communication Subcommittee to develop a citywide survey	City Manager		Staff has received five responses to our RFQ. A group of staff volunteers will meet to discuss the responses and rank the top vendor who will be recommended to the Council Communication Committee.
Councilor Dawson	11/08/2021	Kindness Connects Billboard		Community Resources	June 2022	<b>COMPLETED</b> A contract with Lamar of Seattle has been executed. Stephanie looking to secure the billboard for the next 2 years re: Kindness Connects Campaign
Mayor Kelly	11/08/2021	Shopping Cart Best Practices	Requesting 2 <sup>nd</sup> quarter next year, Bring back what other cities are doing.			Staff has reviewed regulations from Auburn. Their code allows the city to bring civil enforcement and impound the shopping carts and invoice the owners for a \$30 administration fee and a \$70 disposal fee per cart. Staff is prepared to bring back to a future council meeting for further discussion.
Deputy Mayor Parnello	11/22/2021	Lake Lucerne & Pipe Lake	Review if public access to Lake Lucerne/Pipe Lake is possible on the existing publicly owned land/dock	Public Works		Staff brought forward information to the City Council during the April 25, 2022 Council meeting. Staff plans to follow-up with options for council deliberation.
Mayor Kelly	11/22/2021	Emergency Plan for Council Meetings held at LW Lodge	Overview/training to council in Jan. about what to do in case of emergency during a council meeting	City Manager/Emergency Management	4/25/2022	<b>COMPLETED</b>
Deputy Mayor	01/24/2022	Garbage service during inclement weather	Request Recology provide a credit to customers who missed service during the inclement weather event	Public Works	4/25/2022	During the April 25, 2022 Council meeting, Recology reported on the inclement weather and proposed credit to residents. Recology is scheduled to present an update to Council in July.



## FACT (Future Actions, Conversations & Tasks)

Initiated By	Date	Item	Description	Due Date Department	Date Resolved	Notes
Mayor Kelly	01/24/2022	Investigate Issaquah Ordinance related to unreported crimes	Review the newly adopted ordinance in Issaquah that revokes business' licenses if they fail to report crimes and report back to Council	City Attorney		City Attorney is watching the Issaquah implementation and will report back to Council.
Councilor Schroff	4/25/2022	Community shuttle	Evaluate the feasibility of creating an intra-agency shuttle or tri-city shuttle option	Public Works		This will be proposed as part of the 2023 work plan.
Deputy Mayor	6/13/2022	Temporary Sign Enforcement	Council has observed an increased use of temporary signs- especially real estate signs on the weekends that violate our sign code. Please bring back a plan to show how staff will be enforcing.	Community Development		Staff will be proposing a budget program enhancement to add staff dedicated to code enforcement in the 2023 budget. In the meantime, staff is scheduled to work on the weekend to remove signs and provide education to the real estate community. First weekend of extra enforcement scheduled for July 9.
Councilor Schroff	6/27/2022	Be SMART for Kids	Please work with Mom's Demand Action and look for ways to partner when it comes to gun safety education and or the distribution of gun locks.	Administrative Services		

## DEPARTMENT UPDATE

### News Releases Issued:

- City Council Continues Maple Valley Downtown Standards and Guidelines Discussion
- Summer in Maple Valley Parks
- SE Summit Landsburg Road/Rock Creek Culvert Replacement Project
- Notice of Application – Northpoint Fence Height; MLU-22-10
- 2022 Maple Valley Family 4<sup>th</sup> Event Returns
- Lakes Pipe and Lucerne Treatment
- Paint Collection & Recycling Event
- Notice of Application – Carlson Preliminary Short Plat MLU-22-7 (land-use)

### Other:

- Met with ComEngage to discuss our community survey – we’ve reviewed the first draft of questions and will go over the second draft with the Council Communication Committee
- Posted about Gun Violence Awareness Day and collected photos of staff, council wearing orange on Friday, June 3
- Made final edits to council mailer and sent them to be mailed out – mailing out on June 28
- Attended Voice in the Valley Music Studio’s ribbon cutting
- Monitored Facebook responses/questions regarding a post about the Downtown Design Standards
- Finalized preparation for Maple Valley Days parade – gathered sashes and handouts for Council and Tahoe-School Board members
- Attended the parade and took photos – posted a slideshow on Facebook
- Met in person with staff and IRONMAN team to go over details of this year’s event including courses, parking, outreach, etc.
- Met with Parks to discuss communication plan for the Family 4<sup>th</sup> on the 3<sup>rd</sup> event
- Attended EDC’s monthly meeting – discussed their Pitch + Pivot program and next steps
- Connected to the City’s LinkedIn page

### Social Media Updates: Data from June 1, 2022 – June 30, 2022

- Facebook Followers: 6,422
- New Facebook page likes: 72
- Facebook Page Visits: 3,384
- Facebook Page Reach (# of people who saw any content from our page): 21,648
- Total Instagram Followers: 195
- New Instagram Followers: 21
- Instagram Profile Visits: 74
- Instagram Reach: 135

## DEPARTMENT UPDATE

Welcome to summer! Summer is here and the throes of a busy summer are upon us!

The newly formed Administrative Services Department includes the City Clerks, Communications, and Emergency Management Divisions will continue to collaborate to serve the community in the same fashion. IT and City Clerks staff are continuing collaboration on projects for the coming year to enhance the City's communication and continuity to include phone systems, contract tracking system, and the City website Request for Proposal (RFP). City Clerk Andrew along with other staff wrapped up drive thru senior lunches and all of the efforts of staff were recognized and immensely appreciated. Deputy Clerk interviews took place the last week in June so the hope is to have the position filled by the end of July.

Summer will continue to consist of high temperatures be sure to have preparedness kits for work, home, and your car to include sunblock, water, and sunglasses. Staff continues to participate with Puget Sound Regional Fire to work on a Strategic Plan for training and exercise opportunities in 2022 and planning into 2023. Staff has Incident Command training and participated in the Cascadia Rising at the beginning of June. Even as a virtual exercise instead of an in-person event it was beneficial for the region to determine what worked and what needs work. The process of preparation and mitigation is never completed. The PSERN Radio system implementation continues and coordination between staff and the contractors is moving along. Emergency Management staff with support of Council are continuing work to solve a long-term solution for the community to set up cooling and warming locations to accommodate community members needing reprieve from those extreme weather days.

Clerk's Office activities continue to include, website updates, peddler's license, records management, public disclosure requests, supporting City Council, Economic Development Commission, Community Development activities, and Emergency Management efforts. Clerk's staff assisting with the virtual/hybrid meeting at the Lodge, as well as, assisting with Wellness Committee work. Clerk's staff also continues to participate in REACH Committee, Wellness Committee, and the Employee Benefits Committee.

### Stats for the month of June are as follows:

Passports: June - 34 (Assisted with Walk-In Passport Renewals)

Notaries: June - 23

Public Records Requests: June - 11

Pet Licenses: June -

Website Updates - June - 50

Contracts (including Amendments and Change Orders): June - 13

## DEPARTMENT UPDATE

In June the Community Resource Coordinator participated in several monthly meetings focused on wellness, equity, and community resources. The highlight of the month was witnessing a unanimous vote in support of the equity policy by Tahoma's School Board.

The Community Resource Coordinator had the opportunity to attend several sessions of Mental Health America's 2022 Conference virtually. Additionally on June 9<sup>th</sup> there was a community wellness event focused on social media safety. Several members of the community were in attendance for that informative hybrid evening.

The city continues to offer free Mental Health First Aid trainings throughout the summer months. These trainings will focus specifically on youth mental health and will be a valuable resource for anyone who works or lives with youth.

The Community Resource Coordinator is managing TSD's counseling email over the summer months to provide the TSD counseling staff with a well-deserved summer break.

The June edition of the Counselor's Corner Blog focused on Mental Health of the LGBTQ+ Community in honor of Pride Month. You can find this and previous month's blogs on the city website [Counselor's Corner | Maple Valley WA](#)

## DEPARTMENT UPDATE

### Swim Beach Program

The 2022 Swim Beach program at Lake Wilderness opened on June 25<sup>th</sup>. The city was fortunate to be able to hire thirteen lifeguards for the 8-week program and is one of the few swim beaches in the state to have lifeguards. Opening week featured three 90+ degree days and one day was closed due to weather (under 70 degrees). The week had no swimmer saves or serious incidents although Maple Valley police were called to handle a couple unfortunate issues with the public not following rules and disrespecting the lifeguarding staff.

In addition to guarding the beach, lifeguards also work closely with the boat rental program as well as accompany the Camp Wild participants while enjoying the boat rides

The concessions stand also opened on June 25<sup>th</sup> and has been very busy renting boats and stand up paddle boards, and selling many popsicles and cold treats.



### Youth T-Ball, Coach Pitch and Girls' Softball

The 2022 T-Ball, Coach Pitch, and Girls' Softball seasons ended in June with 441 total players on 43 teams. Staff was pleased with the increased number of participants over the previous years. The program's success as always was a due to 90+ volunteer coaches.

- \* 32 Tball teams of 10 players
- \* 9 Coach Pitch teams of 10 players
- \* 2 Girls Slow Pitch teams of 13 players



### Summer Staff Training

Staff training and All staff Orientation was held June 22<sup>nd</sup> for all the summer seasonal positions. Over 45 staff members from Camp Wild, WAC Camp, On the Move, Lifeguards, Concessions, Maintenance and a few others attended the 4-hour Orientation in Lake Wilderness Lodge.



## DEPARTMENT UPDATE (continued)

### Bike Challenge

The annual Bike Challenge welcomed 94 racers to Lake Wilderness Park on June 25<sup>th</sup>. Pedal and Strider racers zoomed through the park dodging nature's obstacles and navigating the course designed by event sponsor Tahoma Mountain Bike Team. Racers fast enough to finish top three in their division, received a special Bike Challenge finisher's medal and posed with excitement atop the winner's podium. Northwest Bicycle donated a new mountain bike and all racers received an entry to the free raffle to try to win! Nine year old, Dylan Chapin, won the raffle and met with Northwest Bicycle to pick out his new wheels.



Staff and the City would also like to thank Valley Medical Center-Maple Valley, Ankie & Dana of John L. Scott Realty and Malone's Landscape for sponsoring this year's Bike Challenge.



### Lake Wilderness Lodge Rentals

The new Lodge event signs have been received and were designed based upon the new branding standards. Staff looks forward to using them for the first-time during the upcoming events.

Rentals & Parks staff met with Lake Wilderness Triathlon for a debrief of the 2022 event. Event & Parks staff discussed the challenges and successes of this year and how to improve for next year.

Lake Wilderness Lodge is a finalist in the Best Historic Venue category in Seattle Bride magazine's Best of 2022. The finalists were chosen by readers and followers through an online open voting process. Lodge staff attended the awards ceremony where the Lodge remained a runner up in the top 3.





## DEPARTMENT UPDATE (continued)

### Parks Maintenance

Despite the record rainfall in June, the maintenance team completed several items to ensure the parks looked their best. Lake Wilderness Park was host to three major events this month.

**Lake Wilderness Triathlon (June 4<sup>th</sup>)**, coordinated by Janice Zander with Lake Wilderness Multisport registered just over 800 people to participate in the bike, run and relay competitions.



**Maple Valley Days (June 10<sup>th</sup>-12<sup>th</sup>)** – The department work with the Maple valley Days Committee to help co-ordinate event logistics and set-up for the 3-day event which provided vendors, music and entertainment, food, a parade, kids' activities, carnival, and arts festival. Although weather played a significant factor, the community was happy to see Maple Valley Days return to the park in a normal capacity.



**Tahoma Bear Run (June 18<sup>th</sup>)** - Lastly, the team had a short turn-around to repair the turf damage from Maple Valley Days so the Bear Run could be held the following weekend. The Bear Run was led by Jeff Brady from Tahoma High School with 602 registered participants ranging from 1-90 years old. The Run made some slight modifications to the route to account for inaccessible areas on the beach lawn. The event was a big success without accidents or injuries.





## DEPARTMENT UPDATE

### June Highlights

As a result of the adoption of the new salary survey and citizen committee on council stipends, the finance team performed all the necessary updates to reflect into our baseline salaries for the upcoming budget process. If you recall, departments were informed that the budget software was open for their entry on May 2<sup>nd</sup> with all budget deadlines expected on June 3<sup>rd</sup>. Within this short month, there has been an incredible amount of effort performed to support all the departments, meetings related to capital projects, discussions on allocation costs, working with various vendors and data worksheet production to name a several performed to even get to a good starting point for the initial meetings with our City Manager. This is just the beginning of many drafts, edits and continued efforts that will be made that should not be overlooked and therefore acknowledge this incredible team for their EFFORTS.

### July Outlook

The following include our Priority Projects: 1) Operating budgets/revenues 2) 2022 budget amendment requests 3) IT Posture enhancement-setup of infrastructure equipment/preparation of phone system replacement upgrade/Commence CISA partnership

## FINANCE

- Accounts Payable
  - Entered invoices and credit cards processed into Incode
  - Scanned invoices, saved in approval folders, filled out any necessary worksheets
  - Downloaded and saved daily bank statements and filled out the cash receipts balancing spreadsheets
  - Downloaded all PSE invoices, saved in approval folders and filled out coding worksheet
  - Sorted through emails in Finance 2 inbox, filed, sorted, saved invoices in approval folders, etc.
  - Correspondence with vendors about past due or missing invoices
  - Reviewed May statement for Johnsons and verified we had all invoices
  - Meeting with new EA Kirstina to go over the monthly credit card process
  - Emailed contact at KC Treasury to ask about additional property tax bills we have received in the mail to verify they are truly ours to pay
  - Budget meetings
  - Reviewed out positive pay exceptions
  - Reviewed multiple month end vendor statements
  - Worked on State Treasurer items, saved reports from Incode
  - Completed worksheets for Jan-May State Treasurer and saved all final copies
  - Meeting with Erhiza to discuss community grants, MV days food vouchers and Comcast issues
  - Worked on saving Jan-May Prosecuting Attorney's Office for the Crime Victim amounts
  - Payroll Related:
    - Payroll audited

## DEPARTMENT UPDATE (continued)

- Payroll
  - Processed Payroll for the month and benefit payments
  - SWM/PW Allocations Set up for PW Maintenance Staff
  - Reclassed Positions added
  - Promotion Position added
  - Budget Amendment Salaries spreadsheet to Hardeep
  - Onboarded all HR approved summer staff (more to come)
  - Adjusted Approval/Delegate groups for timesheet approvals
  - Prepared all hard copy employee files and filed away
  - Adjusting Salary Scales to 05/30/2022 approved
  - 06/17/2022 Cycle
    - All FT/PT employees officially transferred to their new ranges/steps
    - FIRST SUCCESSFUL beginning to our summer season for payroll – no late entries!
    - Benefit Vendor Payments
    - Reconciled payroll reporting through 06/17/2022 – no discrepancies
- New Hires added: 4
- Rehires added: 1
- Additional Positions added: 1
- Terminations: 2 employment, 2 additional positions
- Officially set up the final summer staff employees
- Filed paperwork with DCS
- Cleaned up 2021 Termination box
- Created subdivisions for Recreation for timekeeping
  - Recreation
  - Recreation – Beach
  - Recreation – Camp Wild
  - Recreation – Concessions
  - Recreation – Sports
  - Recreation – WAC
- EOAFs approved for all Councilmembers
  - Projections for budget amendment included for the remainder of 2022
  - Updates made in Questica
- Timesheet Activity Code additions and corrections
- PERS request inquiry from terminated employee
- Accounts Receivable (AR) Related:
  - Fire Permits sent for accounts paid through 06/15/2022
  - New FM accounts created for Food Trucks
  - Fire Accounts billed through 06/15/2022
  - Sent invoice for S12/T24 Settlement agreement with Covington Water District
  - Prepared invoice for Maple Valley Days shuttle reimbursement
  - Discussed account payments/statuses with Amy S for Utility Trench agreements
- Accounts Payable (AP) Related:
  - Contracts added and updated
  - Old contracts closed out
  - Set up FirstNet spreadsheet for Credit Card billing
  - Audited

## DEPARTMENT UPDATE (continued)

### Finance / IT / GIS

- Coded LWGC Invoices
  - Helped enter some invoices and complete processing
  - Additional GL accounts created for new departments
  - New Vendors added and updated
  - 3 Purchase Orders created
  - Audited AP
  - Completed packet for Finance Committee
  - Excise Taxes for May paid and reports ready for approval
  - Credit card statements downloaded & receipts collected
  - Contracts updated in Incode
  - Training for Erin completed on how to get cash for tills from US bank
- Budget/Questica
  - Salary updates
  - Completed the Lump Sum Payout build per year on applicable employees
  - Adjustments per departments for LPT/Temp positions
  - Standby projected calculations completed
  - Verification of Medical/Dental/Vision benefits
  - Additional 401a percentage calculated – tentative
  - Beginning scenarios for adjusted COLAs
  - Completed assumptions/rates document for Director/City Manager
- Misc
  - Summer Staff first orientation
  - Budget Allocations
  - Attended the kickoff meeting for the 25<sup>th</sup> Anniversary/Town Hall Meeting
  - LWAF P25 check came in and was emailed to all parties
  - Shopping completed for Wellness Gnome event
  - Training with Erin on the Journal Entry Process
  - Gnome Painting for Wellness @ Legacy Site
  - Beginning planning for Town Hall/Birthday Bash
  - Participated in the interview panel for Deputy City Clerk
  - Attended the final Senior Lunch handout on 06/29/2022
  - Awarded a Certificate of Appreciation from the GMVCC 06/30/2022
- Audit/Budget
  - Worked Initial IT/Insurance Allocations
  - Asset Reserve collection allocation in progress
  - Worked on Asset capital budget
  - Helped other dept. with Questica Questions
  - Armored Car Pick up went Live
  - Bank reconciliations for April period
  - Reconciled LGIP balances for Feb, March, April and May
  - Reconciled LWGC receipts balance for May
  - May month-end close journals
- Administration: Finance Director
  - Meetings: Staff, City Manager, and other stakeholders:
    - Check-in Meeting: Sr Financial Analyst, IT Manager, GIS Manager, City Manager, Sr Staff, IT/GIS Project Meeting, Legal Counsel

## DEPARTMENT UPDATE (continued)

### Finance / IT / GIS

- Budget timeline overview: new Executive Assistant
- Conducted Monthly Finance Committee Meeting on 6.15.22
- Attended Council meetings
- 2022 Budget
  - Tasked staff to reconcile staff placements from new salary survey eff. May 29<sup>th</sup> and verify/report with HR department.
  - Posted Budget Amendments into General ledger.
  - Met with HR Director/Community Resource Coordinator on programs require budget amendment for the remainder of the year to discuss with Finance Committee Meeting
  - Community Operating Grants preparation meeting
  - Reviewed April & May Journal Entries and posted to General Ledger
  - Ran Reports for Muncast to update data
  - Utility Tax Cash Receipts: Discussed with Accountant scope and research of data to compile in preparation of next week meeting
  - Commenced drafting Budget Amendment and Council packet materials targeted for 7.25.22
- 2023-2024 Budget Process
  - Meeting with Finance Staff: status updates
  - Operating budgets
    - Finance budget updated
    - ARPA budget entered
    - Salaries Module: Published all edits into Questica, Meeting with Payroll on assumptions used.
    - Finalized Finance budget
    - ARPA Budget-brainstorm on program enhancement request for Finance dept.
    - Finance/IT/GIS: Program enhancements prepared for ARPA funding
    - Cost Center Review/direction
    - Community Grants Budget direction
    - 520 Cost Allocation Review/Direction
    - Equipment Reserves Review/Direction next steps
    - ARPA Budget-met with consultant who will be reviewing asks by various City Departments
    - Budget Planning
    - Director Meetings with City Manager on their departmental operating requests and program enhancements:
      - Human Services Department/Risk mgmt./Community Resources
      - Public Works/Community Development/Stormwater management
      - Parks & Recreation/Lake Wilderness Lodge
      - Administrative Services/Emergency Management
  - Revenue Forecasting
    - Provided remaining sales tax data from 2018-2021
    - Provided debt schedule information
    - Reviewed estimated 2022 actuals with large variances to discuss in next meeting.

## DEPARTMENT UPDATE (continued)

- Sales Tax Data provided to vendor
- Analyzed initial 2022 estimated revenue projections
- Meeting with Community Development on 2022 data and anticipated development affecting building permits, plan review, fire impact, school impact, and property tax revenues
- 2022 Estimated Revenues: compiled adjusted variances and provided to vendor
- Provided property tax data
- Meeting with vendor worksheet data updates
- Provided Updated April & May Data to vendor
- Worked on analysis of Revenues
- Scheduled meeting with Vendor & Community Development
- ARPA
  - Met with Recovery Fund Specialist to assist with budget process with 1x budget needs anticipated and to review risk assessment need to perform prior to executing subrecipient agreements
  - Utility Assistance Program: Compliance-Risk Assessment sought by Recovery Fund Specialist
  - Utility Assistance Program: Compliance-Risk Assessment-inquiring with few other Cities on risk assessment template and monitoring/waiver if they use for comparison
  - Attended AWC Roundtable Meeting
  - Attending US Treasury Webinar on Metrics & Evaluation
  - Reviewing all ARPA related budget amendments to include in draft materials.
- Professional Development
  - Attended Government Finance Officers Association Annual Conference from 6.4-6.8.22 in Austin, Texas.
- Contract
  - Municast Contract: Discussed with Vendor new contract/pricing/terms, drafting contract, and future reports desire; Legal review performed.
  - Municast Invoice approval ending 6.30.22 for current contract finalized.
  - Scheduling meeting with US Bank on Contract.
  - Reviewed Ring Central Packet Materials to Council for 7.11.22
- Miscellaneous
  - Payroll Banking Review/Authorization for June 3<sup>rd</sup> issuance
  - Invoices reviewed for approval
  - Banking Authorization for Voucher issuance on 6.14.22 reviewed and authorized
  - Public Record Request-responded to taxpayer request for information and document-closed.
  - Utility Revenue Collection to staff-internal audit requested
  - Banking Authorization for Payroll issuance on 6.17.22 reviewed and authorized
  - Banking Authorization for Voucher issuance 6.28.22 reviewed and authorized
  - Demo meeting for Balancing Act
  - Prepared Finance/IT/GIS Monthly City Update

## DEPARTMENT UPDATE (continued)

### IT/GIS

- GIS Desk
  - Website updates
    - Map Update: Comprehensive Plan (work prior to publish)
    - Map Update: Lake Wilderness Park (work prior to publishing)
    - Map Update: Parks & Open Spaces (work prior to publishing)
    - Map Update: Plats (work prior to publishing)
    - Sent the following updated maps to be posted online:
      - Comp Plan, Zoning, Lake Wilderness Park, Parks, Recreation & Open Space, Pats, Plat 2-Pager, Snow Removal Routes
  - GIS data updates
    - Wilderness Crest Short Plat SWM Updates
      - Pipes, Infiltration Gallery
    - Wilderness Crest Short Plat ROW Updates
      - Sidewalk
    - Public Works Maintenance Landscape Areas Updates
    - Missing Addresses for City-Owned Property
      - Summit Park, Take-A-Break Park, Elk Run Natural Area, MV City Hall
        - Updated Standard Operating Procedure Document
    - Address Update
    - City Limits for Community Survey
  - Map production and support
    - Maple Valley Days Map Support
      - Festival Map
      - Saturday-Only Vendors Map
      - Kid land Map
      - Beach Lawn Vendor Area Map
      - Bathroom Map
      - Vendor Parking Map
      - Parade Map
    - EOC Maps and Support Planning
      - EOC Maps Update (Situation Map)
  - GIS Support
    - ESRI Support Call to fix Server Access Issues
  - Cityworks support
    - Helped SWM with duplicate work orders
    - Reporting Meeting with CW Support and SWM
    - Tracked down missing work orders
    - Parks Cityworks Support
      - Looking at hours/costs
      - Training on how to delete bookmarks in the map
      - Added "Seasonal Park Employee" for hours tracking
      - Created Park Opening Work Order Template
      - Created Beach Work Work Order Template
      - Added Playgrounds Inspection Inbox Tab

## DEPARTMENT UPDATE (continued)

- Added section in Inbox for a saved search to show work orders completed today
  - Discussed Time Tracking in Cityworks
  - Fixed Service Request Map
- See Click Fix support
  - Help searching for missing request
  - Investigate issue where customer requests are truncated when being sent to Cityworks
- Contracts and agreements
  - WATech (Aerial Imagery) Invoice Review
- Training and Development
  - ESRI User Conference Pre-Travel
- Other
  - GIS Budget
  - Puget Sound Regional Fire Authority GIS Discussion
- IT Administration/Support
  - Help Ticket & Support
    - Finishing prep for recreation summer programs
    - Set up concessions for Parks Summer Programs
    - Updated Phone System Holiday for Juneteenth Holiday
    - Most staff support requests are quick fixes that are being made in person.
    - Soft Open for the Beach completed, assisted for any initial open
    - Began audit of DNS entries
    - Preparing for Okta Deployment with IT Manager
- Finishing prep for recreation summer programs
  - Administration
    - Reviewed VOIP Phone System vendor finalist options
    - Setup new UPS equipment and extended batteries (planning cutover date)
    - Worked on 2023-24 IT Budget Data entry
    - Requested review of our current Microsoft Licensing contracts through CDWG
    - Auditing account access for city assets with closure of MSP contract
    - TIG Contract: term of contract
      - Removed TIG monitoring, windows patching and remote access software
    - Deployed new internal Server and Network device monitoring solution (PRTG) currently on free 30 day trial license
    - Increased Comcast Internet bandwidth speeds at EOC/Public Works offices (to be used as failover for new phone system) Lumen circuit still pending
    - Negotiated reduced implementation project cost for Meraki Firewall and Switches with TIG (hardware expected to arrive next 7-10 days)
    - Audited Phone extension list, awaiting finalized quote for phone system (we should be ready to place order next week)
    - Attended Verkada security camera planning walkthrough for Public Works and Summit Park, requesting internet service option to support park installation request
    - Setup new conference room signage/availability solution
    - Installed all PDU's for planned power cutover to new UPS equipment at City Hall (Saturday 8:00 AM) will email staff prior outage should be very brief.



## DEPARTMENT UPDATE (continued)

- Worked with Finance team on 2023-24 Budget Planning
- Selected preferred phone system vendor Ring Central. Starting PO requests and IT Agreement routing
- Cutover City Hall Servers and Network devices to new UPS equipment. Upgraded equipment significantly improved estimated runtime
- Contacted CISA to setup weekly Network vulnerability audit (pending approval)
- Worked on Network VLAN redesign and network refresh implementation SOW
- Resolved recently discovered issues with DHCP server setup and added failover for Parks and City Hall

## CAPITAL IMPROVEMENT PROJECTS

### Public Works Transportation Capital Improvement Projects

#### 2022 Annual Asphalt Overlay Program (T-23):

Design Consultant:	King County
Construction Management:	City PW Inspector/King County
Construction Contract:	TBD
Construction Bid Award:	TBD
Construction Start:	Summer of 2022
Construction Substantial Completion:	Fall of 2022
Construction Final Completion:	Fall of 2022

#### Description:

The interlocal agreement between Maple Valley and King County authorizes King County to perform all or any part of the construction, repair, and maintenance of streets for a mutually agreed upon cost based upon unit costs obtained from the County's bid. The interlocal agreement provides Maple Valley economy of scale and an efficient means of accomplishing the City's annual (2022) overlay project.

The 2022 annual overlay program included streets in the Springhaven neighborhood. The overlay streets are as follows:

- SE 253<sup>rd</sup> Place from SR 169 to SE 256<sup>th</sup> Street

#### Current Status:

- King County is planning for project advertisement in mid-July of 2022. Work is anticipated to commence in August and take about 70 working days for the county-wide pavement preservation project.

#### Past Milestones:

- Staff sent a Discretionary Request to King County to include the City's overlay program streets in their 2022 Countywide Pavement Preservation Program.
- 30% design kick-off meeting was held.
- Staff reviewed the overlay scope of work with King County on the field for inclusion to the King County 2022 Countywide Pavement Preservation Program.
- King County prepared the cost estimate for staff review and scheduled the 90% design meeting for March 8, 2022.
- City Council approved a 2022 budget of \$360K for T23.
- Staff attended the 100% PS&E coordination meeting with King County this week.
- King County finalized the 100% PS&E for advertisement.

#### Witte Road – SE 249<sup>th</sup> Place to North of SE 254<sup>th</sup> Place (T28b Phase 3 North)

Design Consultant:	PBS Engineering and Environmental, Inc.
Construction Management:	KBA

## CAPITAL IMPROVEMENT PROJECTS (continued)

<b>Construction Contract:</b>	<b>Ceccanti (North corridor project)</b>
<b>Construction Bid Award:</b>	<b>May 10, 2021 (North corridor project)</b>
<b>Est. Construction Date:</b>	<b>May 2021</b>
<b>Construction Substantial Completion:</b>	<b>September 2021</b>
<b>Construction Final Completion:</b>	<b>TBD</b>

### Description:

Phase 3 North includes development of a full-road rehabilitation for the Witte Road corridor north of the SE 254<sup>th</sup> Place intersection through SE 249<sup>th</sup> Place. Specific project enhancements include pavement upgrade, sidewalk installation, bike lanes, drainage improvements, retaining walls, and utility undergrounding. The Phase 3 North project also includes the Jenkins Creek culvert replacement crossing Witte Road SE.

### Current Status:

- Ceccanti is still working on other punch list items.
- Staff is working on getting a fencing contractor on board.

### Past Milestones:

- Council awarded the design contract to PBS for the roundabout and culvert replacement project at 254<sup>th</sup> Place.
- The design kick-off meeting was conducted.
- Staff submitted the TIB grant application for the roundabout project.
- Staff provided City Council an update on the roundabout project in September 2020. Staff communicated Council's comments on design to the design team.
- Consultant provided 30% drawings for staff review.
- WSDOT approved the Right of Way Procurement Procedures.
- Staff worked with the consultant to review design options for the golf course storage area access.
- Staff reviewed staging options for construction. Staff also reviewed phasing options for construction and presented a project update with these options to City Council.
- Staff reviewed 95% drawings and project documents and returned comments to the consultant.
- Council approved a design contract amendment for PBS to complete the PS&E for splitting the Phase 3 project into a two-phase project.
- Staff and the consultant completed 100% PS&E for the Phase 3 North project.
- Council provided direction for staff to split the project into a northern project and a southern project. The northern project (Phase 3 North) was advertised in March 2021 and will begin construction early this summer (2021).
- Staff prepared and submitted the SEPA checklist for the Phase 3 South project.
- City Council approved the consultant contract to KBA for construction management of the Phase 3 North project.
- Staff received approval for the stormwater permit for the North Phase of the project from the DOE.
- Staff applied for Senator Patty Murray's and Congresswomen Kim Schrier's requests for infrastructure projects.
- Staff applied for Congresswoman Kim Schrier's earmarked Community Grants program for 2022
- City Council awarded the construction contract to Ceccanti during the May 10, 2021 City Council meeting.

## CAPITAL IMPROVEMENT PROJECTS (continued)

- City Council approved the consultant contract to KBA for construction management of the Phase 3 North project.
- Staff obtained easements for the Phase 3 North project.
- Staff started procurement of the box culvert for replacement at main stem Jenkins Creek.
- Ceccanti began construction on May 17, 2021.
- Soos Creek completed their sewer main relocation.
- Ceccanti completed installation of the culvert, joint utility trench, block wall, waterline, curb and gutter, storm sewer, paving, and striping throughout the project.
- The road was final paved and opened for the Ironman event.
- A walkthrough was completed to identify punch list items.

### Witte Road – North of SE 254<sup>th</sup> Place to SE 256<sup>th</sup> Street including 254<sup>th</sup> Roundabout (T28b Phase 3 South)

<b>Design Consultant:</b>	<b>PBS Engineering and Environmental, Inc.</b>
<b>Construction Management:</b>	<b>TBD</b>
<b>Construction Contract:</b>	<b>TBD</b>
<b>Construction Bid Award:</b>	<b>TBD</b>
<b>Est. Construction Date:</b>	<b>2023</b>
<b>Construction Substantial Completion:</b>	<b>TBD</b>
<b>Construction Final Completion:</b>	<b>TBD</b>

#### **Description:**

Phase 3 South includes development of a full-road rehabilitation for the Witte Road corridor north of the realigned SE 256<sup>th</sup> Street intersection to north of SE 254<sup>th</sup> Place. Specific project enhancements include pavement upgrade, sidewalk installation, bike lanes, drainage improvements, retaining walls, utility undergrounding, and intersection upgrades. Phase 3 also includes construction of a roundabout at the intersection of Witte Road/254<sup>th</sup> Place, a fish passage culvert at SE 254<sup>th</sup> Place, and daylighting of the culvert at 220<sup>th</sup> Avenue SE.

#### **Current Status:**

- Staff and design consultant PBS continue to work on completing the 100% design documents.
- Staff continues to work on ROW documents.
- Staff and the consultant continued to finalize the illumination design and pedestrian connection from 220<sup>th</sup>.
- Staff and the consultant design team met with environmental permit review agencies on this project.
- This project was included in the draft 6-year TIP to start construction in 2023 for council adoption at the June 27, 2022 meeting.

#### **Past Milestones:**

- Council awarded the design contract to PBS for the roundabout and culvert replacement project at 254<sup>th</sup> Place.
- The design kick-off meeting was conducted.
- Staff submitted the TIB grant application for the roundabout project.
- Staff provided City Council an update on the roundabout project in September 2020. Staff communicated Council's comments on design to the design team.
- The consultant provided 30% drawings for staff review.
- WSDOT approved the Right of Way Procurement Procedures.

## CAPITAL IMPROVEMENT PROJECTS (continued)

- Staff worked with the consultant to review design options for the golf course storage area access.
- Staff reviewed staging options for construction. Staff also reviewed phasing options for construction and presented a project update with these options to City Council.
- Staff reviewed 95% drawings and project documents and returned comments to the consultant.
- Council approved a design contract amendment for PBS to complete the PS&E for splitting the Phase 3 project into a two-phase project.
- Staff and the consultant completed 100% PS&E for the Phase 3 North project.
- Council provided direction for staff to split the project into a northern project and a southern project. The northern project (Phase 3 North) was advertised in March 2021 and will begin construction early this summer (2021).
- Staff prepared and submitted the SEPA checklist for the Phase 3 South project.
- Staff applied for Senator Patty Murray's and Congresswomen Kim Schrier's requests for infrastructure projects.
- Staff applied for Congresswoman Kim Schrier's earmark Community Grants program for 2022.
- The City's lobbyist met with federal congressional representatives regarding funding for this project through federal infrastructure stimulus monies. The bill was approved by the Senate and is with the House of Representatives this month.
- Staff addressed Army Corp permit review comments.
- A design contract amendment was approved by City Council at the January 10, 2022 meeting for additional scope of works as part of the final designs.
- The 2022 TIP budget was presented to City Council at the February 28, 2022 meeting and the budget was approved to plan for the construction phase of this project in 2023 if federal funds are available.
- Staff made a presentation to the King County Regional Funding Committee this month. Unfortunately, the project wasn't competitive to be selected for regional funding competition but is on the contingency list.
- The CD-PW director submitted a grant application to apply for PSRC King County Countywide Funding Competitions for construction funding of this project, and made a project presentation to the project selection board in May.

### **SR 169 Widening – SE 253<sup>rd</sup> Place to SE 260<sup>th</sup> Street (T-45)**

<b>Design Consultant:</b>	<b>PBS Engineering and Environmental, Inc.</b>
<b>Construction Management:</b>	<b>TBD</b>
<b>Construction Contract:</b>	<b>TBD</b>
<b>Construction Bid Award:</b>	<b>TBD</b>
<b>Est. Construction Date:</b>	<b>TBD</b>

#### **Description:**

This SR 169 corridor project will improve traffic operation, safety, access management, and non-motorized amenities in the vicinity of the Legacy Site between SE 260<sup>th</sup> Street and SE 253<sup>rd</sup> Place. Proposed improvements include widening SR 169, sidewalks, and bicycle lanes on both sides of the highway, street lighting, surface water enhancements, and intersection improvements at SR169/SE 260th Street and SR 169/SE 253<sup>rd</sup> Place. Access improvements at Rock Creek Elementary School and the Legacy Site will also be evaluated.

## CAPITAL IMPROVEMENT PROJECTS (continued)

### Current Status:

- Staff and the consultant team are continuing to develop a preferred design alternative.
- Staff and the consultant team are working on finalizing the proposed roadway cross sections for project design.
- Staff continued to work on preparing responses to WSDOT's initial review comments on the preliminary design alternative.
- Staff continued to provide response to HOAs on their comments/questions regarding the preliminary design alternative.
- The consultant is working with WSDOT Department of Archaeology and Historic Preservation to obtain APE and SHPO concurrences for the project.
- Staff attended TIB workshops and met with TIB engineer to plan for preparing TIB grant application for this project this summer.
- Staff is planning for providing project updates to City Council at the July 11, 2022 meeting.

### Past Milestones:

- Staff met with Lori Cloud (Tahoma School District) to provide an update on design and the new schedule.
- The team submitted a traffic analysis to WSDOT with intersection improvement alternatives.
- Staff met with the Lake Forest Estates HOA and discussed intersection improvement alternatives.
- Staff provided a written response to the October 31, 2019 letter from the Lake Forest Estates HOA.
- Public Open House No. 1 was held on September 10, 2019.
- The topographic survey is mostly complete.
- Traffic counting is complete.
- Staff met with the School District to discuss options for the school entrance.
- Staff responded to Lake Forest Estates HOA complaints on responsiveness and transparency.
- Staff applied for Congresswoman Kim Schrier's request for infrastructure projects.
- Staff applied for Senator Patty Murray's request for infrastructure projects.
- Staff applied for Congresswoman Kim Schrier's earmark Community Grants program for 2022.
- Staff responded to follow up questions on the project from Congresswoman Schrier's office.
- City Council adopted the 2022-2027 Six Year TIP including design for this project to be in 2022 and construction to be in 2023 and 2024 depending on grant funding.
- Staff met with the Lake Forest Estate HOA and responded to public comments from the public hearing on the Six Year TIP.
- Staff met with the Springhaven HOA board members to provide project updates.
- Staff met with design consultant PBS and the design team in November 2019 to have a design restart kickoff meeting.
- Staff and the design consultant team restarted the preliminary design of the project.
- The design team updated traffic data and survey information for the project.
- Staff met with the Tahoma School District staff for a project coordination meeting.
- Staff met with members of the Lake Forest Estates and Springhaven HOAs to review the preliminary design process.
- Staff met with WSDOT to review the preliminary design.
- Staff met with a Farmers Market board member to provide a project update.
- Staff provided City Council updates on the project during the City Manager's report at the January 24, 2022 City Council meeting.

## CAPITAL IMPROVEMENT PROJECTS (continued)

- Staff made a presentation to the King County Regional Funding Committee in April. Unfortunately, the project wasn't competitive to be selected for regional funding competition but is on the contingency list.
- Staff and the design consultant met with King County Metro for preliminary design coordination.
- Staff attended the May 10, 2022 Tahoma School Board meeting to provide project updates.
- WSDOT provided initial review comments on the preliminary design alternative. Staff is reviewing comments and preparing responses. Staff met with the WSDOT review team the first week of May and is continuing coordination on comments and alternatives.
- Consultant completed the geotechnical boring of the project in May.
- The CD-PW director submitted a grant application to apply for PSRC King County Countywide Funding Competitions for construction funding of this project, and make a project presentation to the project selection board.

### SR 169 Widening – SE 240<sup>th</sup> Street to SE 244<sup>th</sup> Street (T-36)

<b>Design Consultant:</b>	<b>David Evans and Associates</b>
<b>Construction Management:</b>	<b>TBD</b>
<b>Construction Contract:</b>	<b>TBD</b>
<b>Construction Bid Award:</b>	<b>TBD</b>
<b>Est. Construction Date:</b>	<b>TBD</b>

#### **Description:**

The second segment in the series of capacity improvements on the SR 169 corridor, this project adds an additional lane in both directions to include center turn lanes, sidewalks, bicycle lanes, improved transit stops, street lighting, and enhanced storm drainage. This eliminates a bottleneck for traffic traveling to and from SR 18 and the Wilderness Village shopping area.

#### **Current Status:**

- The project design is not expected to start up again until 2022 based on the adopted 2022-2027 Six Year TIP and 2022 TIP budget.
- The design consultant completed the survey at the intersection of SR 169/SE 240<sup>th</sup> Street.
- The design consultant completed the geotechnical report.

#### **Past Milestones:**

- The consultant submitted the Intersection Control Evaluation (ICE) to WSDOT.
- Staff submitted the Area of Potential Effect letter to WSDOT.
- The consultant completed the geotechnical exploration on SR 169.
- The Consultant is assessing a roundabout and signal at the SE 244<sup>th</sup> Street intersection consistent with WSDOT Intersection Control Evaluation (ICE).
- Traffic analysis has concluded signal warrant met at SE 244<sup>th</sup> Street.
- Topographic survey is complete.
- Traffic counts have been completed.
- WSDOT provided comments on ICE evaluation.
- City Council adopted the 2022-2027 Six Year TIP including design for this project to be in 2022 and 2023, construction phase to be in 2024 and 2025 depending on grant funding.
- Staff responded to public comments from the public hearing of the Six Year TIP.



**SE 231<sup>st</sup> Street Extension Project (T-48)**

<b>Design Consultant:</b>	<b>David Evans and Associates</b>
<b>ROW Acquisition:</b>	<b>Fall/Winter of 2021</b>
<b>Construction Management:</b>	<b>David Evans and Associates</b>
<b>Construction Contract:</b>	<b>Active Construction Inc. (ACI)</b>
<b>Construction Bid Award:</b>	<b>May 9, 2022</b>
<b>Est. Construction Date:</b>	<b>Mid-June 2022</b>

**Description:**

This project creates an urban collector connection through the former Hayes Gravel pit, providing a direct access to the SR 18 interchange. This urban collector connection will provide one lane in each direction, lighting, sidewalks, planter strips, and bicycle lanes on both sides.

**Current Status:**

- The Pre-Construction meeting was held on June 9, 2022.
- The contractor began mobilization efforts on June 21, 2022.
- Staff updated the project website.
- PSE completed their installation of additional conduit for potential future use at the Amazon Facility.

**Past Milestones:**

- Staff brought the bid award to Council on May 9, 2022, and Council awarded the project to Active Construction, Inc.
- Staff met with TIB on preparing for grant application in 2021.
- Staff worked on reviewing the Amazon Fulfillment Center project to ensure approval conditions and improvements are in place for supporting the T48 project.
- Staff created a project website and provided FAQ for public outreach  
<https://www.maplevalleywa.gov/departments-services/public-works/capital-improvement-projects/t-48>
- Staff approached the property owner to start the communication of Right of Way purchase for the project.
- Staff provided responses for public inquiries regarding the T48 project and the Amazon Fulfillment Center project.
- City Council approved the design contract with DEA on March 22, 2021 to provide professional engineering services for the project.
- Staff executed a service contract with the Contract Land Staff consultant to perform an appraisal for ROW.
- The design contract with DEA was executed and signed.
- ROW consultant Contract Land Staff ordered title reports to perform an appraisal for ROW.
- The design kickoff meeting with DEA was held.
- Project design is started.
- ROW appraisal is started.
- Staff provided responses for public inquiries regarding the T48 project and the Amazon Fulfillment Center project.
- Design is currently underway towards 30% plan.
- ROW appraisal is completed for staff to review.
- Traffic study for the project is completed for staff to review.
- Staff and the consultant worked on preparing the online Public Open House.

### CAPITAL IMPROVEMENT PROJECTS (continued)

- Staff and the consultant worked preparing the SEPA checklist.
- Staff and the consultant worked on preparing the EZ/PROJECT REVIEW FORM for submittal to the Department of Archaeology and Historic Preservation.
- An online Public Open House was held from July 21, 2021 to August 1, 2021.
- The SEPA determination of DNS was issued on August 12, 2021.
- Staff responded to public comments received from the SEPA process.
- Department of Archaeology and Historic Preservation permit was issued.
- Staff prepared and submitted TIB grant application on August 13, 2021 for construction funding of the project.
- Staff met with the Amazon public outreach team for updates of both development and city projects.
- Staff completed the review of the 60% design plans and specs.
- ROW acquisition is underway. Purchase and Sale Agreement was approved by City Council at the September 27, 2021 meeting.
- Staff submitted a TIB grant application in 2021. TIB announced the project selections in November, and T48 wasn't selected for grant funding among the 284 project applications TIB received.
- ROW Acquisition was complete on December 21, 2021.
- Final engineering survey was completed.
- The 2022 TIP budget was presented to City Council at the February 28, 2022 meeting and was approved to start the construction phase of this project in 2022.
- The project was advertised on April 8, 2022, with construction starting in late May or early June.
- Staff received and opened 14 bids from contractors for the project on April 22, 2022.

#### High Reflectivity Roadway Delineation Project (T-27d)

<b>Design Consultant:</b>	<b>Design in house</b>
<b>ROW Acquisition:</b>	<b>NA</b>
<b>Construction Management:</b>	<b>In house</b>
<b>Construction Contract:</b>	<b>September 2022</b>
<b>Construction Bid Award:</b>	<b>September 2022</b>
<b>Est. Construction Date:</b>	<b>September/October 2022</b>

#### **Description:**

This project provides for installation of high reflectivity pavement marking and signage in areas without streetlights where fixed objects are present and could present a future risk of crashes. Work elements include the installation of profiled retroreflective edge striping on both sides of the street, reflective raised pavement markers at utility poles and large trees, RPMs on center medians and roundabout/traffic circle curbing at the top of the curb, MUTCD Type OM2 reflective signage on utility poles and large trees, reflective signpost wraps on existing stop signs, speed limit signs, and warning signs.

The City applied for the 2020 Highway Safety Improvement Program (HSIP) for this project and was successfully awarded \$484,200.

#### **Current Status:**

- Staff provided an update to WSDOT Local Program and PSRC on construction funding obligation.
- Staff completed the quarterly report for WSDOT headquarter project administration.

## CAPITAL IMPROVEMENT PROJECTS (continued)

- Staff started the project design in-house for construction later in September/October of 2022.

### Past Milestones:

- The City applied for the 2020 Highway Safety Improvement Program (HSIP) for this project and was successfully awarded \$484,200.
- Project was adopted in the 2022 Six Year TIP.
- Project was approved and adopted by PSRC as statewide STIP project.
- Council approved the resolution to accept the grant funding and authorized the City Manager to sign a Local Agency Agreement with WSDOT for funding obligation.
- Staff worked with the WSDOT Local Program to submit the funding obligation package for the PE design phase.
- Approval was received from the WSDOT Headquarters to start the PE design phase using the funding as obligated.
- PSRC updated the regional STIP for the PE design phase.

### Public Works Surface Water Capital Improvement Projects

Staff has finalized prioritization criteria for CIP projects with support from Public Works Staff as part of the Storm and Surface Water Comprehensive Plan development. The Comprehensive Plan Consultants, AltaTerra and Herrera, completed preparation of summary sheets for all projects prioritized through this process, which provide reasoning for the project, as well as a planning level cost estimate. During June, staff provided comments on the summary sheets, developed four additional project summary sheets, and AltaTerra and Herrera began finalizing the documents.

#### **S-10 2021 Storm Water Ponds Retrofit Project**

This project scope includes retrofitting four existing stormwater retention ponds that will improve surface water quality within the City. The scope of work includes lining of the treatment cells, re-establishment of slopes, berms, and access to facilitate maintenance, and the removal of accumulated sediment, debris, and vegetation. The City was awarded \$45,000 from the King County WaterWorks grant program in 2019.

#### **Current Status:**

- Staff received signed Temporary Construction Easements from adjacent property owners.
- Staff finalized the scope with DEA for construction management and had the new contract signed and executed.
- Iron Creek Construction mobilized on May 31, 2022.
- Iron Creek reestablished the construction road access, installed the geomembrane fabric and maintenance access road, graded the area between the homes, graded the low area on the west owner's property, installed the trash rack on the outfall pipe, installed the overflow beehive grate, excavated the west side of the pond to grade and removed large rock from the site.
- Staff authorized a suspension of work until the lake level lowers to allow pumping of stormwater from upstream of the pond as needed to complete excavation of the pond. Iron Creek installed temporary fencing and erosion control as a condition of this suspension of work.

#### **S-12 Miscellaneous Drainage Improvements**

This project includes small improvements to drainage within the City.

## CAPITAL IMPROVEMENT PROJECTS (continued)

### Current Status:

- City Council authorized the signing of the ILA with Covington Water District for re-imbursement of surface restoration costs related to the 277<sup>th</sup> Place Settlement Repair. Staff routed the ILA for signatures.
- Staff billed Covington Water District for the restoration costs.
- Staff routed a contract with Maroni Construction for grading of the area where the new storage and conveyance pipe in Cedar Downs was placed. Staff is working with Maroni to schedule work.

### S-17 Cedar Downs Water Quality Improvement Project

This project includes a drainage study of Cedar Downs and Cedar Downs Village areas to identify flow control retrofit opportunities to reduce flooding issues and improve three existing water quality facilities. The City contracted with Parametrix to perform the study of this area and provide an alternatives analysis as part of the first phase of this project in 2020. Based on the alternatives proposed and the cost impact, the City moved into Phase 2 of design with Parametrix in 2021 with construction of the improvements to the flow control and water quality vaults in the north end of Cedar Downs planned for 2023.

### Current Status:

- Based on the SWM CIP discussion at the May 23, 2022 City Council meeting, this project is being delayed for construction until 2026. Staff is working with Parametrix construction to wrap up design in July of 2022 and will work with grant providers to extend grant timelines.
- Staff attended a training on managing and providing deliverables for the Ecology SFAP Grant.

### S-18 Witte Road Driveway Culvert Replacement

This project includes the design, permitting, and construction of culverts to replace three driveway culverts that convey South Fork Jenkins Creek. These three culverts are undersized and deteriorating, which is causing upstream flooding of 222<sup>nd</sup> Court SE and residential properties, and prevents fish passage. This project requires coordination with the downstream S-19 (T-28b Phase 3 Roundabout project) to avoid moving flooding downstream.

### Current Status:

- Staff submitted an application for a \$450,000 grant from the King County Flood Control District for design and construction of this project.
- Staff met with staff from Parametrix to tour the site and discuss the project in preparation for an RFP for Design Consultants in Fall of 2022.
- Staff met with staff from Osborne Consulting to tour the site and discuss the project in preparation for an RFP for Design Consultants in the fall of 2022.
- Staff began preparing a grant application for the Federal Fish Passage Restoration Grant.

### S-19 SE 254<sup>th</sup> Place Culvert Replacement

The culvert that conveys South Fork Jenkins Creek under SE 254<sup>th</sup> Place has been determined to be undersized for flow conveyance as well as fish passage and is damaged, which has reduced capacity. The City plans to design and install a box culvert to replace the existing culvert to provide both flood reduction and ecological benefits. Due to the modification to project T-28b Phase 3 to include a roundabout at SE 254<sup>th</sup> Place, this project has been prioritized and will be designed by PBS Engineering and Environmental as part of the T-28b Phase 3 project in 2020 and 2021. The construction of this portion of the project along with the roundabout is planned for 2022. The City has been awarded a \$150,000 grant from the King County Flood Control District for the design and construction of this

## CAPITAL IMPROVEMENT PROJECTS (continued)

project with an additional \$40,978 from the King County Flood Control District Subregional Opportunity Fund.

### Current Status:

- As part of the proposed TIP and SWM CIP plans, this project, along with the T -28b Phase 3 roundabout, will be constructed in 2023 and 2024. If the 2023-2028 TIP is approved in July, staff will work with permitting agencies to finalize the permit for this project.

### S-24 Lake Wilderness Country Club Drive Culvert Replacement

This project includes the design, permitting, and construction of a culvert to replace the undersized culvert that coveys Jenkins Creek under Lake Wilderness Country Club Drive. This culvert results in flooding upstream of residential crawl spaces, the Golf Course, and 224<sup>th</sup> Avenue SE.

### Current Status:

- Staff submitted an application for a \$150,000 grant from the King County Flood Control District for design of this project.
- Staff met with staff from Parametrix to tour the site and discuss the project in preparation for an RFP for Design Consultants in the 2<sup>nd</sup> quarter of 2023.
- Staff met with staff from Osborne Consulting to tour the site and discuss the project in preparation for an RFP for Design Consultants in the 2<sup>nd</sup> quarter of 2023
- Staff began preparing a grant application for the Federal Fish Passage Restoration Grant.

## DEPARTMENT UPDATE

### Traffic Operation and Management

- Staff responded to 17 citizen action requests in June regarding traffic concerns, signage, parking, pavement markings, and street lighting.
- Staff continued to coordinate with WSDOT on evaluation of speed limits on the SR 169 corridor.
- For the school district's new school bus stop location on SR 169 north of SE 250th Place, staff is coordinating with King County's traffic group on the installation of the crosswalk marking on SE 250<sup>th</sup> Place.
- The King County traffic group completed the repainting of the thermoplastic markings on SE 231<sup>st</sup> Street in front of the King County Sheriff's office.
- Staff made field assessments on school drop-off/pick-up traffic in the Springhaven neighborhood behind Rock Creek Elementary School. Staff also conducted a traffic volume/speed study in June prior to school summer breaks and met with school district staff to evaluate alternatives for improvements. Staff met with Lori Cloud to discuss options for a parent turnaround.
- King County started most of the citywide restriping and will finish up with night striping that is scheduled in July.
- Staff coordinated with WSDOT to repair the crosswalk signal at the intersection of SR 169/271st.
- The King County traffic signal technician reprogrammed the school zone flashers in front of Lake Wildness Elementary, as requested by the Police Department.
- Staff coordinated with King County for thermoplastic and raised pavement marker replacement in the summer.
- Staff coordinated with PSE on various needed repairs of streetlights in the city.

### Public Works Maintenance

#### **Surface Water**

- Crews repaired 13 catch basins located at:
  - Elk Run
  - Highlands of Maple Ridge
  - Rosewood Parke
  - Kent Kangley at 228<sup>th</sup> Avenue SE
  - SR 169 at SE 276<sup>th</sup> Street
  - SE 271<sup>st</sup> Place near Kent Kangley
- Crews Installed a 4-inch pipe cap with a 2-inch flow control orifice in a modular wetland on 216<sup>th</sup> Avenue SE.
- Crews removed vegetation, pulled the top cap off of a type 2 structure, removed some root mass from a pipe, and have been shuttling water to the vacuor truck to help remove a massive root ball from a pipe and structure to help alleviate some of the drainage issues in the Elk Run neighborhood. Staff has currently provided over 4,000 gallons of water and will continue the project next week.



## DEPARTMENT UPDATE (continued)



Public Works Maintenance



Public Works Maintenance

- Crews investigated sewage smell coming from the water in a storm water pipe and are working with Soos Creek Water and Sewer to try and find the source. Investigation will continue next week.
- Crews removed roughly six tons of sediment from a surface water facility in the Bellamonte Woods neighborhood.
- Crews made minor repairs to the chain link fencing around a storm water facility in the Jaqueline Meadows neighborhood.

### Roadway

- Crews cleaned street signs along the entirety of the Maple Valley Days parade route.
- Crews set up a 'No Parking' zone along the entirety of SE 248<sup>th</sup> Street, 224<sup>th</sup> Avenue SE, and West Lake Wilderness Drive SE.
- Crews cleaned the SE 240<sup>th</sup> Street curb and gutter.
- Crews removed tree limbs blocking a stop sign and Dead End sign in the Cedar Downs Neighborhood.
- Crews installed the following street signs:
  - Stop sign and street identification sign at 276<sup>th</sup> and 236<sup>th</sup> Place SE
  - 2 No Parking signs in the Lake Park neighborhood
  - 2 object marker signs on Country Club Drive
  - 2 Dead End signs in the Cedar Downs neighborhood
- Crews picked up more sign materials.
- Crews poured 10 new concrete sign basins.
- Crews repaired a large pothole in the Cedar Downs neighborhood.
- Crews repaired several potholes along Witte Road.
- Crews repaired a broken street sign in the Patrick's Faire neighborhood.
- Crews placed two electronic message boards on Witte Road for the 4<sup>th</sup> of July celebration.
- Crews placed two electronic message boards on Maple Valley Highway to remind citizens of the fireworks ban.



## DEPARTMENT UPDATE (continued)

### Facility/Equipment Maintenance

- Crews dropped off the Alamo remote mower to resolve some wiring and communication issues from the remote to the mower.
- Crews dropped off the Ford F-550 for repairs to the fuels system after noticing a diesel fuel leak.
- Crews replaced a total of eight batteries (four in each electronic message board).

### Roadside

- Crews trimmed bushes on SE 240<sup>th</sup> Street that were impeding the sidewalk.
- Crews performed roadside landscaping on Kent Kangley, SE 228<sup>th</sup> Street, Witte Road, and SE 216<sup>th</sup> Street. Crews also removed, charged, and replaced four electronic message boards for the Triathlon on June 4, 2022
- Crews completed roadside mowing in the following areas...
  - SR 169 from the southern city limits to the northern city limits
  - Witte Road from SR 169 – Kent Kangley. (Cleared guard rails by hand, as well.)
  - Kent Kangley from SR 169 – Witte Road
  - Entirety of SE 248<sup>th</sup> SE
  - Entirety of 224<sup>th</sup> Avenue SE
  - Entirety of West Lake Wilderness Drive SE
  - Entirety of 228<sup>th</sup> Avenue SE
  - Entirety of SE 280<sup>th</sup> Street
  - Entirety of SE 240<sup>th</sup> Street
- Crews turned on and made repairs to roadside landscaping irrigation along Maple Valley Highway, Witte Road, SE 240<sup>th</sup> Street, and Kent Kangley.
- Crews applied herbicides in the roadside landscape areas along Maple Valley Highway from SE 231<sup>st</sup> Street to Witte Road.

### Sidewalks

- Crews have scheduled concrete deliveries for the month of July to replace sidewalk trip hazards.

### Surface Water Management

- **Education and Outreach**
  - AltaTerra provided results from the basin prioritization survey. Nine responses were received and seven agreed with the prioritization of the Jenkins Creek Basin. Staff reached out to each of the respondents who provided contact information to address their questions and concerns and provided three gift cards to Johnsons Home and Garden Center to the participants.
  - Staff met with the City of Kenmore to discuss joining Adopt-a-Drain.
  - Staff met with Triangle Associates to discuss next steps for the Maple Valley Safe Lawns Education Program.
  - Staff prepared outreach materials for Maple Valley Days and attended Maple Valley Days.
- **Storm and Surface Water Comprehensive Plan**
  - Herrera completed benchmarking interviews with other municipalities. Staff met with Herrera and AltaTerra to review results to compare private inspection enforcement and LID standards.

**DEPARTMENT UPDATE (continued)**

- AltaTerra and Herrera completed draft Programmatic Project Summary Sheets. Staff reviewed and provided comments and the summary sheets were finalized.
- Staff prepared four additional CIP Summary Sheets for scoped and budgeted projects.
- **NPDES Permit Requirements**
  - Staff sent a G20 letter to the Department of Ecology to report that the City was unable to complete all catch basin cleanings within 6-months from the inspection due to delayed onboarding of a new vector contractor and consistent wet weather conditions.
  - Staff began developing procedures for protecting surface waters during maintenance activities as part of the NPDES Permit requirements.
  - Staff prepared a draft SMAP prioritization spreadsheet as the deliverable to Ecology (due June 30, 2022). AltaTerra and Herrera reviewed and provided comments and staff finalized the deliverable prior to the due date.
  - Staff attended the NPDES MS4 Western Washington Permit Re-Issuance listening session provided by Ecology.
- **Flooding Response**
  - Staff worked with Public Works Maintenance and Action Services to investigate a blocked pipe in Elk Run Division 5. It was determined that there is significant root intrusion and matting in the manholes at the bottom of the hill and after CCTV-ing it was determined that the pipe on the hill has almost completely collapsed. Staff are working to identify potential fixes for this issue and are adding this to the Storm and Surface Water Comprehensive Plan CIP project prioritization.
- **Operations and Maintenance**
  - Staff completed inspection of the private stormwater facilities of 16 properties.
  - Staff worked with Action Services to complete catch basin cleanings for accessible catch basins. Staff are working to provide access to the remaining catch basins.
  - Staff responded to an odd smell coming from a stormwater pond in Haley's Terrace. After visual inspection and water sampling, it was determined that the source is not sewer intrusion. Staff are working with Action Services to clean the system upstream of the pipe and CCTV the pipe to determine if there is any other potential source.
- Staff prepared the 2023-2024 program enhancements forms.
- Staff reviewed the SWM Operational Budget in Questica with the Public Works Director.
- Staff met with Finance and the City Manager to discuss proposed changes in the 2023-2024 budget.
- Staff received the signed contract for the CivicSpark Fellow, helped conduct interviews, and made an offer to a candidate. The preferred candidate accepted the City's offer and will start in September.
- Staff helped Community Development Staff with a grant application for the Climate Action and Resiliency Plan.
- Staff attended a webinar on the coming updates to SeeClickFix.
- Staff performed Hazardous Algae Bloom Monitoring on Lake Wilderness.
- Staff attended the PNCWA Stormwater Committee Meeting.
- Staff attended the Climate Preparedness and Comprehensive Plan Updates training.
- Staff attended the Central NPDES Coordinators meeting.
- Staff attended the K4C Steering Committee Meeting.

**Lakes Program**

- Staff responded to requests for more information about our lakes.
- Staff worked on lake's coordination for Ironman.

## DEPARTMENT UPDATE (continued)

- AquaTechnex completed treatment of nuisance and invasive aquatic vegetation at Lake Wilderness on June 6, 2022. They also completed their Eurasian Milfoil survey at lakes Pipe and Lucerne that day.
- AquaTechnex is scheduled to treat Eurasian Milfoil at lakes Pipe and Lucerne on June 29, 2022, weather permitting. If the treatment cannot be completed, it will be delayed until after July 4, 2022.

### Solid Waste

- Staff coordinated with Recology on customer service items.
- Staff attended the MSWAC meeting.
- Staff reviewed draft amendment documents for the King County Rate Restructure.
- Staff attended a Volunteer Risk Management webinar.
- Staff attended the King County 2022 Organic Waste Stakeholder meeting.
- Staff met with Recology to discuss customer service survey items and proposed credits to property owners.
- The Recycling Event on Saturday, June 18, 2022 was a success with almost 1,000 vehicles entering the site.
- Staff provided giveaway materials related to solid waste and lakes for the City's booth at Maple Valley Days.
- Staff coordinated for upcoming paint recycling event scheduled for July 8, 2022.

### Community Development

A Site Development permit has been applied for a warehouse (tenant unknown) near the Amazon distribution center. Construction has begun for the site development permit for a large daycare (The Learning Experience) and a 35,000 square foot commercial building (tenant unknown) located on the empty parcel next to TRM Wood Products and building permit review is underway. The building permits for Bonaventure Senior Living have been issued and site development has begun. Since the passage of the Mixed-Use Zoning Code, staff has received numerous inquiries from commercial developers interested in projects in our commercial zones and have held two pre-application meetings. An application for Design Review for the Mixed-use Bitney Property located across from Les Schwab was received. The application includes six commercial buildings and over 200 apartment units.

- Monthly Permit/Inspections Metrics
  - Permit Applications Received: 98
  - Permits Issued: 91
  - Projects Submittals: 6
  - Building Inspections Completed: 219

### Planning Commission

The Commission completed their review of Downtown Right of Way Design and handed off their recommendation to the Council on June 13, 2022. The Commission will begin review of tree cutting penalties and tree retention requirements at their July 6, 2022 meeting. The Commission will also work toward a recommendation on six comprehensive plan amendment proposals which are generally "clean up" in nature.

## DEPARTMENT UPDATE (continued)

### **Legacy Site Development**

Staff prepared a final recommendation to the City Council on the Legacy Site Master Plan. This meeting will be on July 11, 2022.

## Residential Subdivisions and Available Lots

File Number	Plat Name	Pre-Plat Approval	Potential Building Lots	Pre-Plat Expiration	Final Plat Approval	Approved Lots	Site Under Const.	Building Permits Issued				Avail. Bldg. Lots
								Prior to 2020	2020	2021	2022	
CD0406-013	Ridge at Lake Wilderness	06/30/2004		N/A	02/25/2005	11	N/A	10		0		1
CD1309-002	Jordan's Crossing	07/31/2007		N/A	03/24/2014	15	N/A	15		0		0
CD0602-005	Edgestone Div I (Arbors 3)	07/18/2007		N/A	02/23/2017	48	N/A	45	2	1		0
PSP2002-001	Wilderness Crest	07/30/2020	6	7/30/2020	12/07/2021	6	N/A			3	1	2
CD0702-001	South Fork (Sunshine Grove)	07/31/2007		7/31/2007	04/25/2017	10	N/A	10				0
CD1506-007	Canton Crossing (Shavano)	02/09/2016		2/7/2021	05/22/2017	51	N/A	51				0
CD1308-004	Yellow Rock Road	04/01/2014		3/30/2021	08/24/2016	6	yes	6				0
FP2006-001	Momiji Grove (MV216)	08/30/2019	39	8/28/2024	09/18/2020	39	yes		7	32		0
CD0601-010	Wilderness Hills 3	12/11/2007		12/8/2017	02/12/2018	22	No	22				0
CD0702-010	Fox Pointe (aka Malloy)	10/05/2007		10/2/2017	11/28/2018	42	Yes	21	20	1		0
PSP1801-001	Sun Ridge at Elk Run 4 D 2 (Sawyer)	11/30/2018	9	11/28/2025	05/13/2021	9	No			3	6	0
CD1602-001	Overlook at Summit Park	03/22/2017	126	3/21/2022	Ph1 7/30/ Ph2 3/1/19	126	Yes	56	48	21		1
CD1610-005	Northpoint	03/28/2017	110	3/27/2022	03/05/2019	110	Yes	78	31	1		0
CD1604-003	Cedar Peak	06/29/2017	17	6/28/2022	No		No					0
CD1507-006	Tahoma Ridge	08/03/2017	71	8/2/2022	12/01/2020	71	Yes	1	2	68		0
CD1609-007	Zephyr Point	06/26/2020	6	8/7/2020	07/08/2021	6	Yes			6		0
CD1801-001	Meadowridge Park	07/10/2018	49	7/9/2023	08/19/2020	49	YEs		41	8		0
	Winters Short Plat	06/19/2020	3	6/19/2025	07/01/2021	3	Yes				3	0
FP1810-002	Edinburgh	05/19/2017	84	6/15/2017	06/11/2019	84	Yes	23	46	15		0
<b>Total</b>			<b>520</b>			<b>708</b>		<b>338</b>	<b>197</b>	<b>159</b>	<b>10</b>	<b>4</b>

Updated  
02/01/2022

Updated 06/30/2022

## Commercial Projects

Commercial Projects					
File Number	Commercial Projects	Square Feet	Type	Status	Notes
DR2011-001	Emerald City Warehouse	15,681	New construction	Approved	
CD1707-003	Bonaventure at Maple Valley	180,212	New Construction	Approved	The applicant is preparing to begin site development.
BLD2008-021	Maple Valley Business Park	387,218	New Construction	Approved	
DR1912-001	The Learning Experience	10,122	New construction	Under Review	Building permits for the Learning Center Phase 1 are under review.
CD1709-002/CD1709-003	CVS Pharmacy	13,162	New construction	Approved	Design Review and Site Development were approved but no permits were issued. This project is likely not going to continue from indications from property owner.
Total:		606,395			

## Pre-Application Conferences

Total:		606,395			
Preapplication Conferences					
Type	2022 1st Quarter	2022 2nd Quarter	2022 3rd Quarter	2022 4th Quarter	2022 YTD
Commercial	2	2			
Residential	1	3			



# Current Development Projects

